

## Steps to Complete DMR Amendment Excel Files (FY 2008 Version)

Save file with new name

All tables of data can be seen on the "lookup tables" tab

All sheets are protected. Left and right arrows used to navigate within form

Data entry generally is done in fields appearing as yellow.

Protection can be removed- at your own peril! Use "tools", "protection", "unprotect sheet".

If you find formula errors or other glitches, please let me know!

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The instructions below indicate the general approach to take to get the data into the right sections of the contract.

Step	Tab	Action
1	DATA	Enter Provider info
2	DATA	For Contract number, break last 6 digits before "DMR00000" into two parts
3	DATA	First two indicate Region and Area
4	DATA	Next four are unique contract identifiers
5	DATA	Type first two into "Reg/Area" box
6	DATA	Type next four into "seq#" box
7	DATA	Enter Unit Code (Regional Contract Office will provide correct number)
8	DATA	Enter region number- address will populate automatically
9	DATA	Enter relevant contact information as indicated
10	DATA	Dates:
11	DATA	Box 1,3,5- always the original start date of contract
12	DATA	only enter in box 1
13	DATA	Box 2 First year of contract end date
14	DATA	Box 4 Current year end date- FY 2007 = June 30, 2007
15	DATA	Box 5 Amendment Obligation Start Date
16	DATA	Box 6 New year end date- FY 2008= June 30, 2008
17	DATA	Box 9 Total contract end date-> final after all renewals
18	Program Data	is color coded- colors on program budget match prog, budget and rate calc tabs
19	Program Data	Provider info and DMR info automatically carries forward
20	Program Data	Can use up to 6 program budgets
21	Program Data	If program budget is cost reimbursement, put "x" in box next to program
22	Program Data	Fill in Activity code
23	Program Data	Fill in UFR code for that program
24	Program Data	Fill in CFDA number (only for federally funded programs)
25	Program Data	Fill in program name, address, city/town, state, zip and zip 4
26	Program Data	If not using other program budget info (programs 2-6), leave blank
27	Program Data	<b>In Program Summary Section, indicate with "x" active budgets</b>
28	Prog 1	In fiscal terms, indicate Option 3, budget type- either unit or cost reimb
29	Prog 1	Ready Payment amount calculates at 1/24, round down to lower \$1,000
30	Prog 1	Enter Historical funding data in Funding Summary. Current year will fill automatically.
31	Budget 1	Enter UFR titles for all positions funded in contract
32	Budget 1	Enter relevant FTE numbers and dollar amounts for each UFR title
33	Budget 1	Off to the right of the form, fields calculate average salaries- check for quality of data
34	Budget 1	Enter payroll tax and fringe amounts
35	Budget 1	Enter Occupancy costs as needed
36	Budget 1	Enter UFR titles and expenses for Other Direct Care items
37	Budget 1	For vehicle expenses:
38	Budget 1	use 208 for Contracted transportation
39	Budget 1	208.1 for vehicle expenses (lease, operating expenses)
40	Budget 1	208.2 for vehicle depreciation
41	Budget 1	Enter Program support and Direct admin expenses
42	Budget 1	Enter Agency administrative expense (indirect cost)
43	Budget 1	Enter Board approved capitalization level at *** at the bottom of the page
44	Rate Calc1	Line 2a(1): Enter offsets (occupancy, non- occupancy, and other)
45	Rate Calc1	If the sum of offsets shown in section 2a.(1) exceed program budget amounts, please adjust according to directions in cell AW16

46	Rate Calc1	Line 4: Enter program capacity as a number. Number of units will calculate on a 365 day year. For programs operating less than seven days per week, this number will need to be recalculated.
47	Rate Calc1	Line 4: Select Type of unit (Hour, Day, Month) from drop down menu.
48	Rate Calc1	Line 5: Enter share of program being purchased under this contract (100% or less). Number of units purchased ties to %. Modify % to reach desired number of units
49	Rate Calc1	Line 6: Enter utilization factor (standard = 85% when unit = day, 100% for others) Cell AW40 calculation shows amt. to remove for whole unit max ob (100% DMR purchase only).
50	Rate Calc1	Amount should be entered on line 2a. (3) If provider and region agree that maximum obligation should not be reduced by the calculation in Cell AW40, it is recommended that the budget be adjusted to reflect the desired funding amount, either by increasing an expenditure line on the budget or reducing an offset.
51	Rate Calc1	For Employment services (activity codes 3168 and 3169) contracted in hours, cells labeled "Quarter Hour Conversion" will populate. These reflect values that will be used for hourly contracts appearing in the EOHHS EIM system where one hour is represented by 4 units.
52	Rate Calc1	
53	Repeat Steps	20-52 as necessary for other programs/budgets (2-6)
54	Capital Budget	If using a capital budget, tie to one of the program budgets by inserting relevant number in cell BF5
55	Attach A	Fill in sections- add pages as necessary
56	Amend	Enter Current maximum obligation of contract- same as final from FY 2007
57	Amend	Select Amendment type- for 2008 renewals, "Amendment to Exercise Option to Renew"
58	Amend	Place "x" in relevant boxes for performance, max ob, duration, rates and dates
59	Amend	For renewals, Max ob, rate and dates should always be selected
60	Amend	Enter reason for amendment. Provide details as necessary
61	Print all pages	
62	Sign	Return to Regional Contract Office